



Managing your membership renewal on Landcarer

A step-by-step guide

1. Register on Landcarer

The first step to managing your group membership online is to register on the Landcarer platform.

This is simple to do by visiting landcarer.com.au and clicking on the Get Started button. You can also register via Facebook, Twitter, LinkedIn or Google if you have an account with one of them.

Complete the information required in the two-step registration form and click to get started. You will then have an account on Landcarer, allowing you to connect and collaborate with other users, and manage your group membership.

2. Set up your community group on Landcarer

To set up your community group on Landcarer, firstly log into the platform, and go to the [community group](#) section to start, which is in the **Connect** dropdown menu (see fig. 1).

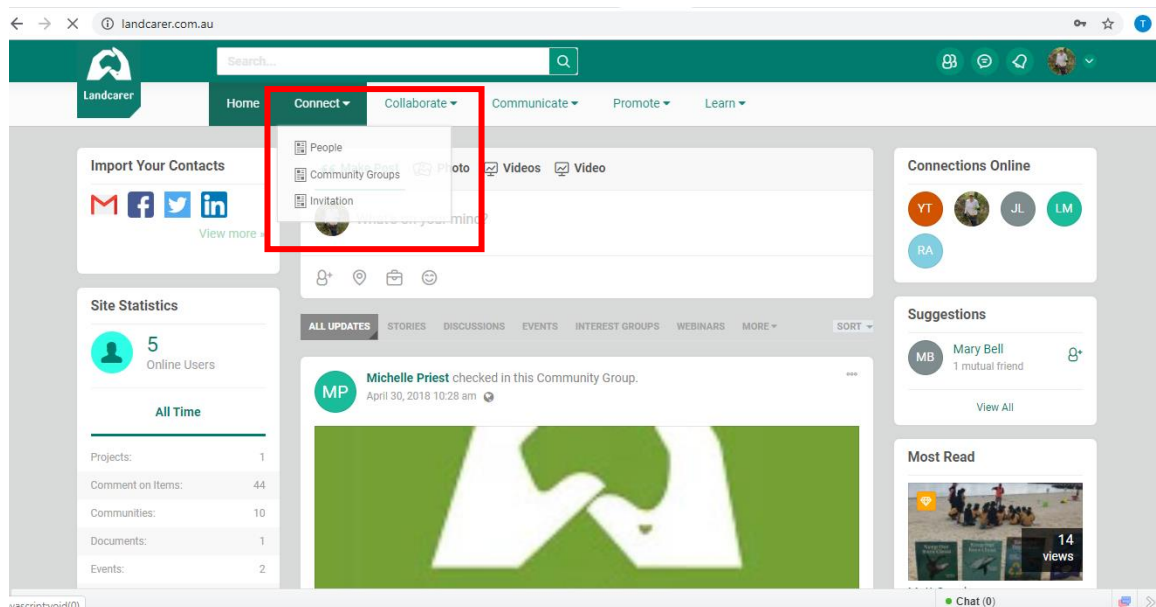


Fig 1

Click on the [plus sign](#) at the top right of the screen (see fig. 2 below). This will take you to a page called **Create new community group**, where you click on the **Create a community group** button in the centre of the page.

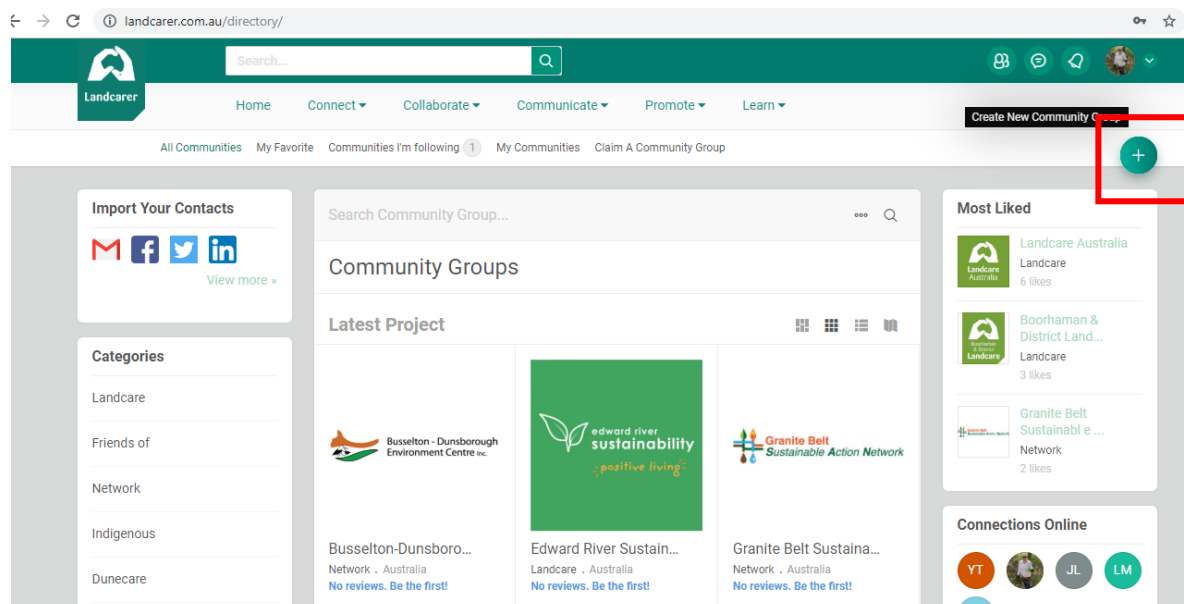


Fig 2

You then need to add all the information relevant to your group required in the registration form. You can include:

- Your group name
- Short and long descriptions of your group
- Location and contact details
- Your logo
- The size of your group

You can choose the privacy level you would like for your group information, deciding whether you would like people to be able to read about your group or just see the name and location in the community group directory.

3. Taking online payments

To be able to take payments securely online, you will need to set up an account with either [Paypal](#) or [Stripe](#), which are both commonly used by community groups and small businesses. Using one of these platforms will ensure that the people's financial details are protected. They are very easy to set up and manage, and have excellent support available, and a library of tutorial videos.

PayPal

To set up a PayPal account you need to visit www.paypal.com and follow the steps below. For online payments in Australia PayPal currently charges a fee of 2.6% of the transaction amount plus 30 cents, e.g. for a \$25 membership fee it would cost 95 cents. Details of PayPal's fee structure are here: <https://www.paypal.com/au/webapps/mpp/paypal-seller-fees>

1. Visit the [business section of PayPal](#) to get started and read more information about how it works
2. You can sign up to 'sell on your website' to be able to take payments online
3. Sign up with your chosen email address, providing the required information about your group
4. Link and verify your bank account
5. Add your PayPal email address in Landcarer and start getting payments

6. All payments will accumulate in your PayPal account
7. Transfer from PayPal account to your bank account, or set up a nightly automatic transfer.

Stripe

Stripe is another popular option, which is easy to set up by visiting www.stripe.com/au and following the steps below. You can set up automatic transfers from Stripe to your bank account. Stripe currently charges 1.75% plus 30 cents, e.g. a 74 cent fee on a \$25 membership fee. Their pricing information can be found here - <https://stripe.com/au/pricing>

1. Go to www.stripe.com/au and click on the 'Start Now' button
2. Sign up with your chosen email address
3. After you enter your email and password, select Developer Integrations (see Fig 2b below)
4. Activate your account by completing the information required and responding to the activation email
5. Click on **Developers** in the dashboard and select API keys
6. Link and verify your bank account
7. You will be provided with a Stripe Publishable Key and Secret Key. These need to be 'live' keys that are created when you have activated your account (see point 4 above).
8. Set up automatic transfer from Stripe to your bank account
9. Copy your Publishable and Secret Keys to add to your Landcarer account.

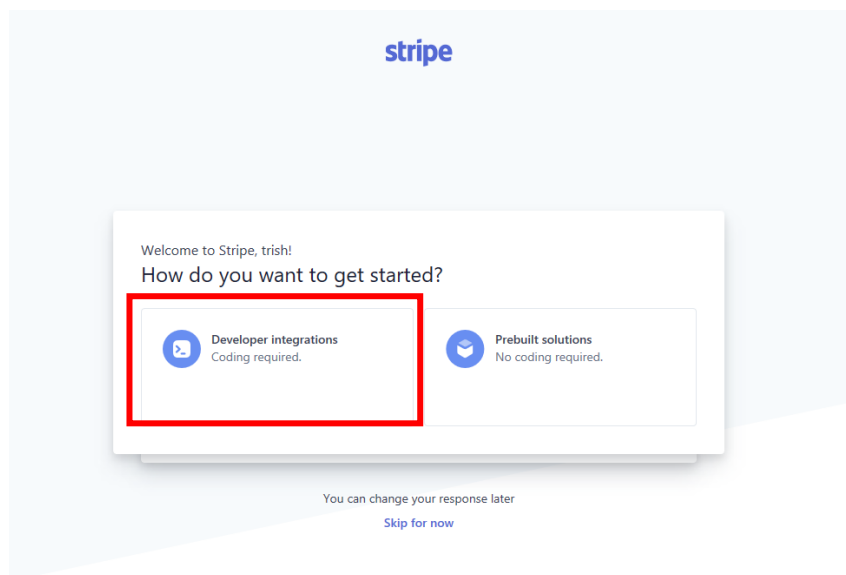


Fig 2b

Once you have set up your chosen payment method, you need to update these details in your Landcarer [account settings](#). Simply log on, access your account settings via the small down arrow button at the very top right of the page (see fig 3 below), and add your Paypal or Stripe account details, or both if you have them (see fig 4 below).

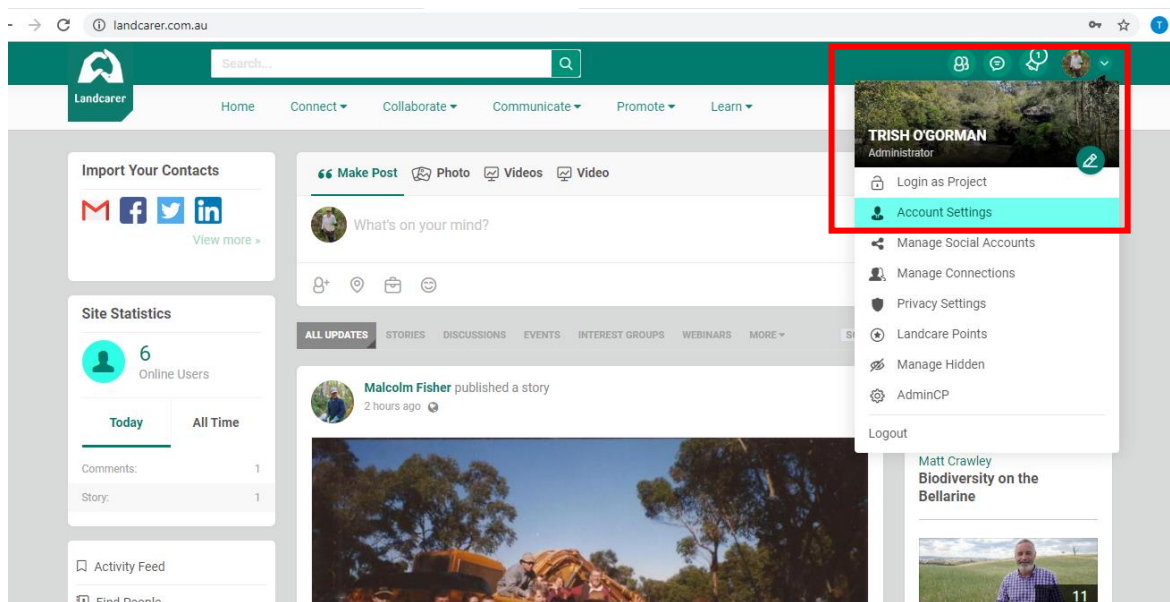


Fig 3

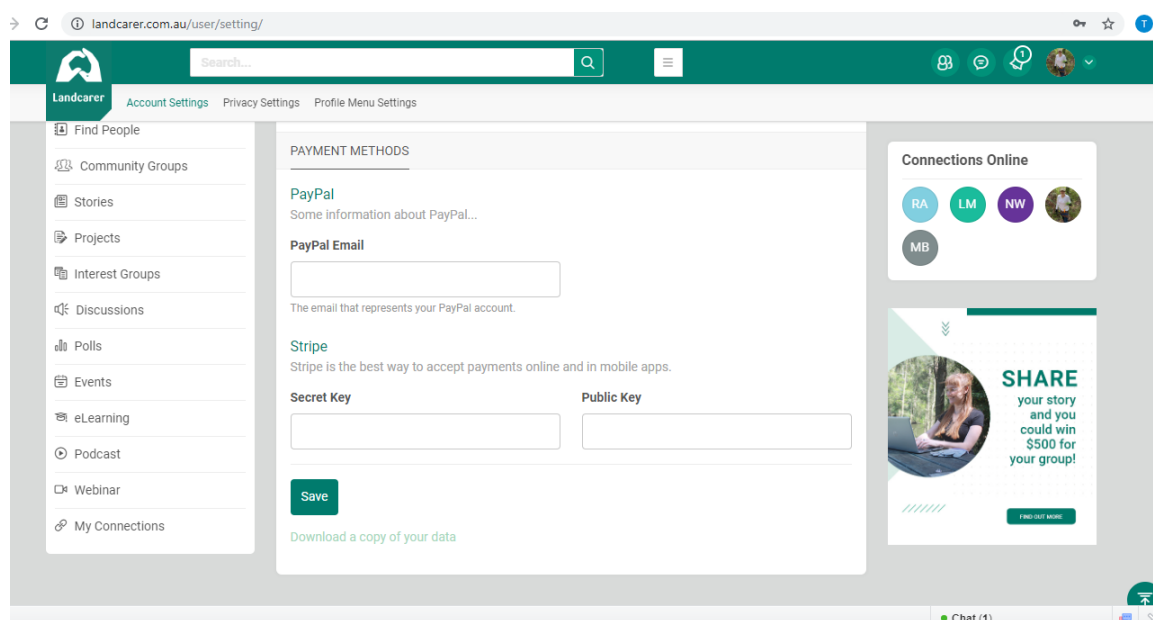


Fig 4

4. Creating your membership listing

Log into Landcarer and open your community group page. Click on **Membership** (see fig 5 below) in the left hand menu and begin to add your details. You'll need to include how much your membership costs, what it includes, choose the term for which it's valid, and add any photos you'd like to use to illustrate your listing. If you have multiple options available, you can create multiple membership listings, e.g. different membership terms or different membership fees.

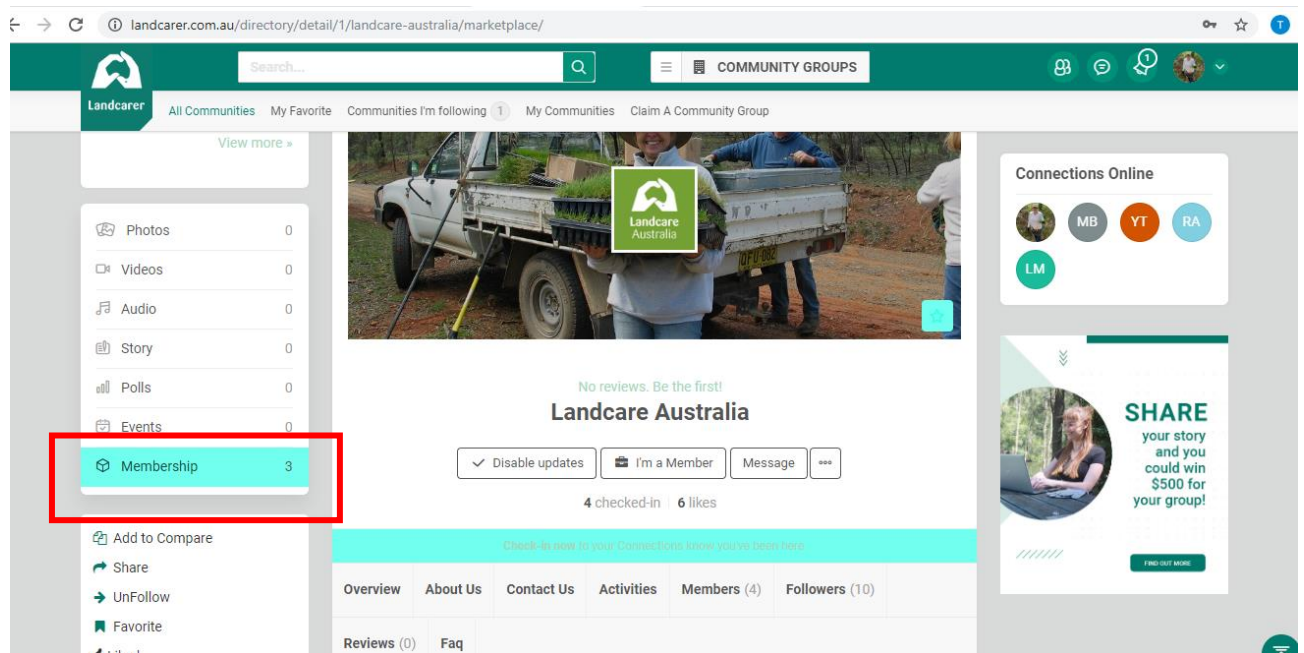


Fig 5

You can then click to select people who are already members of your group and on Landcarer to send the listing to (see fig 6 below). You can also share the link to your membership listings with your group members via email.

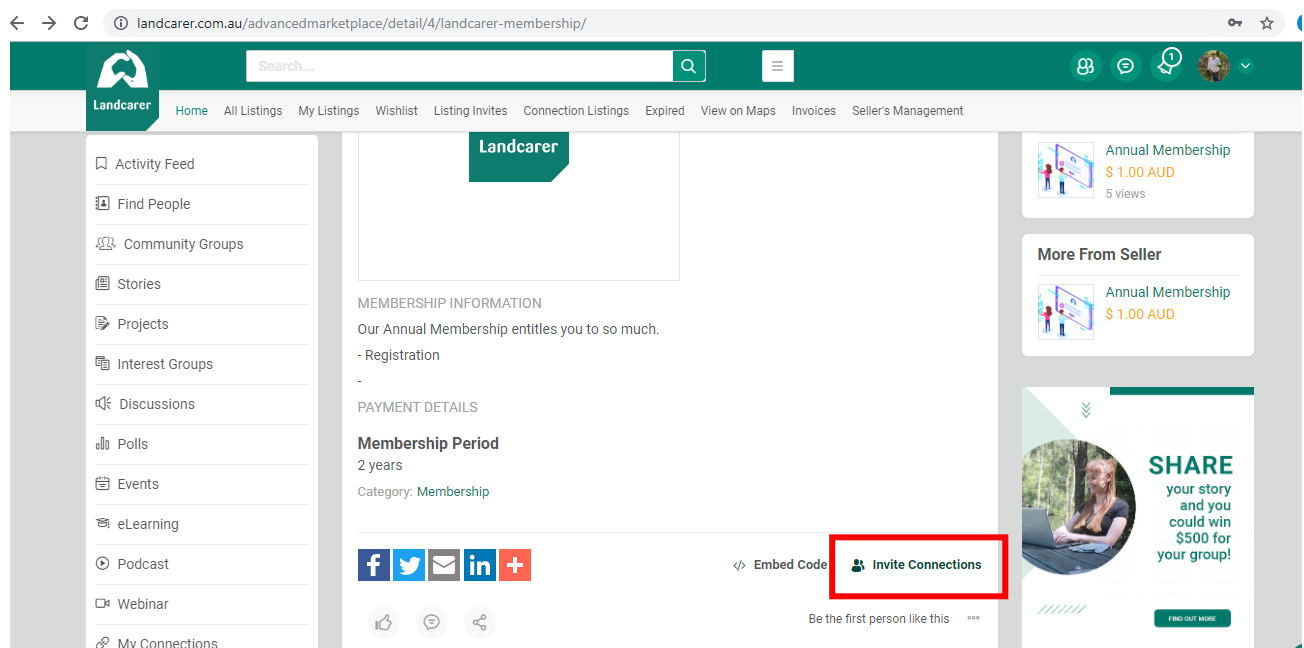
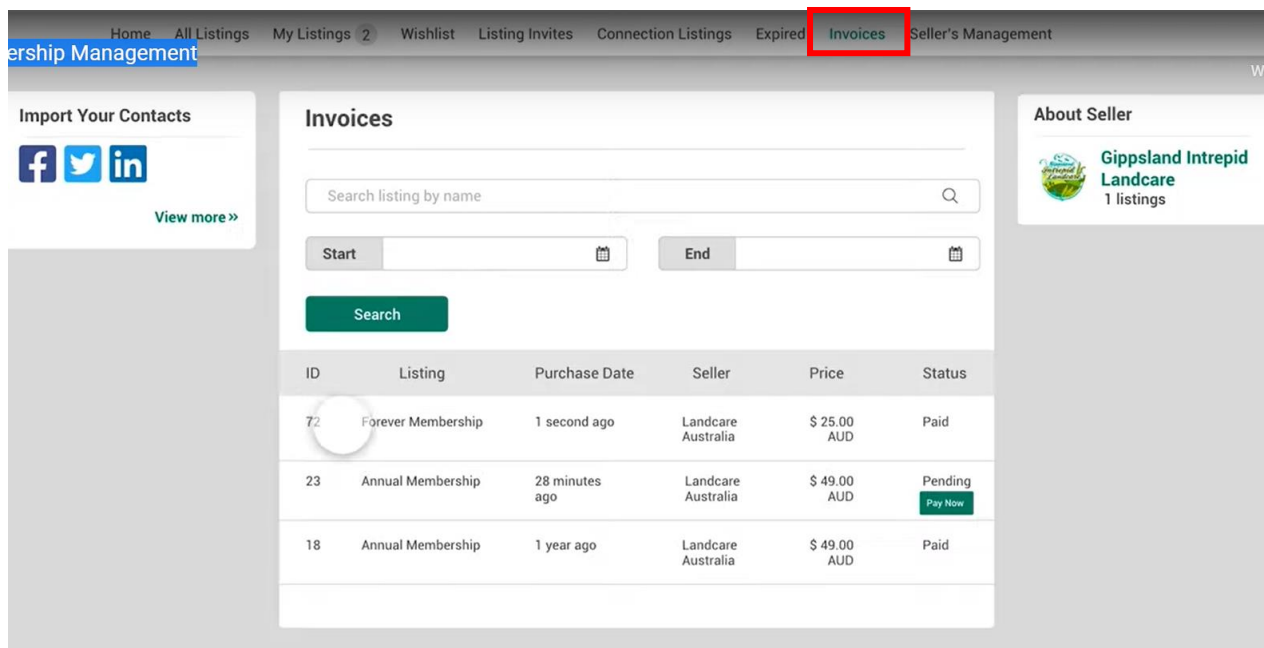


Fig 6

5. Paying for membership

Once a member wants to make a payment, they'll need to log into Landcarer – or register if they haven't already. They'll then go into your group's page and click on membership. They can then choose the membership option they'd like to purchase and add their credit card details to make the payment securely via Stripe or PayPal. Once a member pays for their membership, they will be able to access their invoice through their Landcarer account.



You can also take payments from people who can't or don't want to complete the process online, and import a spreadsheet (called a CSV file) with the details of who has paid their membership by cash or cheque (see fig 8 below). You do this in your group's Seller's Management area (see fig 9 below). You need to open a membership listing to access the seller's management for that listing. Here you will be able to view the status of all your members' payments for that listing in the one place and download a spreadsheet with this information.

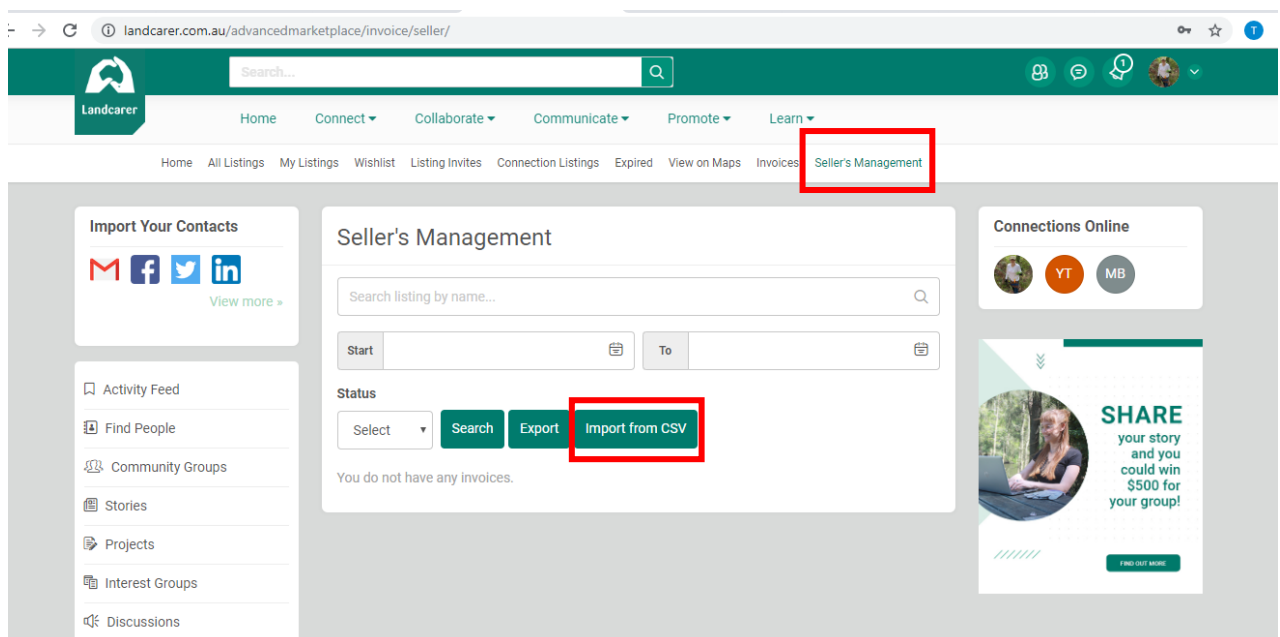


Fig 8

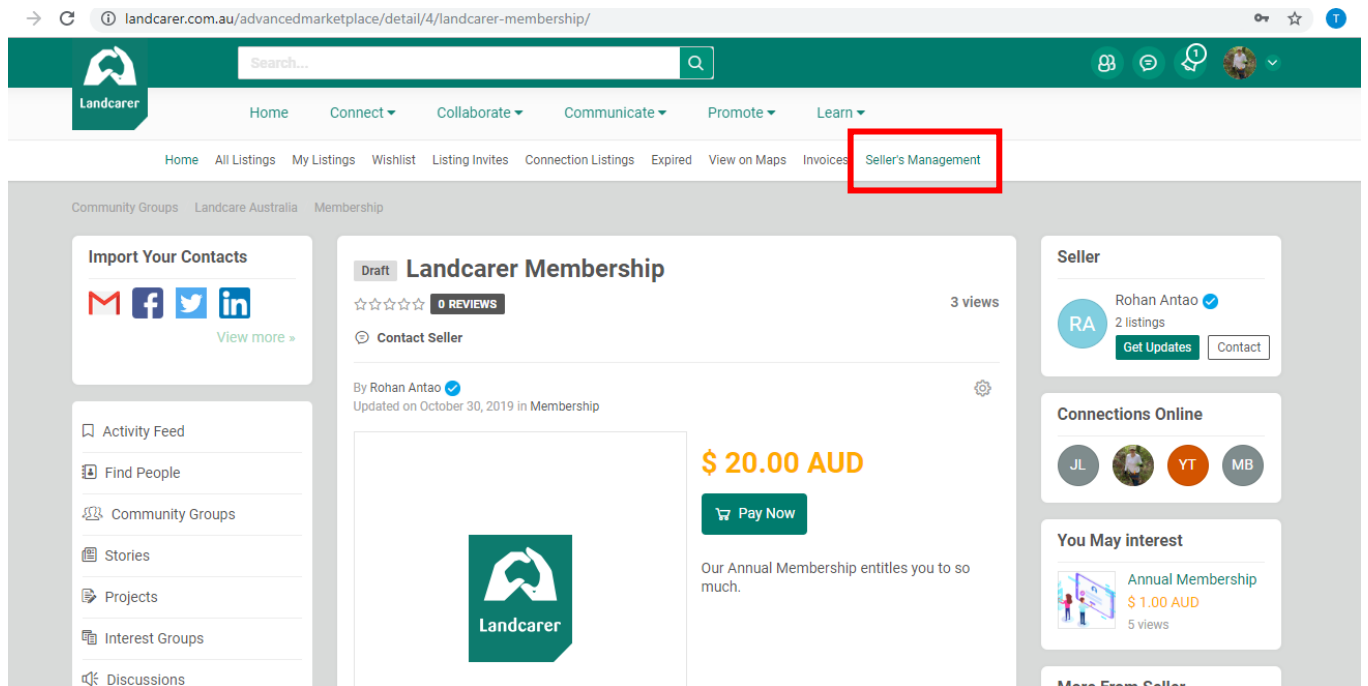


Fig 9

And that's how a group can manage their membership renewal and payments online through Landcarer. If anyone has any issues during the process, they can contact us directly at hithere@landcarer.com, and we'll be able to help them out.